

11 March 1964

OPM 20-803-3
PERSONNEL DIRECTOR MEMORANDUM NO. 14-53

SUBJECT: Maintenance and Disposition of Inactive Personnel Records

1. General

Inactive employee and applicant records provide an important source of information on the employment qualifications and suitability for employment and reemployment of former Agency personnel and applicants. It is essential that these records be maintained in a systematic manner. The following procedure shall govern the maintenance and disposition of inactive employee and applicant records.

2. Inactive Personnel Records

a. Official Personnel Folders

(1) True separations of employees for reasons other than transfer to other Federal agencies.

(a) The date of separation will be stamped on the upper right corner of the Official Personnel Folder.

(b) Extra copies of documents in the folder will be removed and destroyed.

(c) All references to pseudonyms will be deleted.

(d) The folders will be filed alphabetically by calendar year in a separate file.

(e) In January of each year the folders accumulated in the inactive file will be transmitted to the CIA Records Center for permanent storage.

(2) True separations of employees transferring to other Federal Agencies.

(a) The procedures indicated in (a), (b), and (c) of paragraph 2 a (1) above, will be followed.

(b) The folders will be maintained in a separate file, in alphabetical order, pending receipt of a request for personnel folder from the gaining Federal agency.

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(c) For vouchered personnel the provisions of Chapter RI-35, Federal Personnel Manual and paragraph 7, Personnel Director Memorandum No. 32-52 will be observed when folders are forwarded to a requesting agency.

(d) For unvouchered personnel, a letter summarizing the individual's CIA service record will be forwarded to the requesting agency, in lieu of any CIA documents.

(e) For both vouchered and unvouchered personnel who were appointed to CIA by transfer from other Federal agencies, or who had prior Federal employment, all documents received in CIA from such other agencies will be forwarded to the gaining agency.

(f) When the service record request from another Federal agency has been acknowledged and the appropriate records forwarded, the remaining personnel folder material will be filed alphabetically in the calendar year file of the true separation cases and will be forwarded to the CIA Records Center in January of the following year.

(3) Separation to Staff Agent Status.

(a) The letters "C.O.B." and the date of separation will be stamped on the upper right corner of the Official Personnel Folder.

(b) The procedures indicated in (b) and (c) of paragraph 2 a (1) above, will be followed.

(c) The folder will be retained in the current calendar year file of true separation cases until notifications of termination from Staff Agent status is received.

(d) When notification of termination of Staff Agent status is received, the letters "C.O.B." and date will be deleted and the personnel folder returned to the active file or the calendar year file and will be forwarded to the CIA Records Center in January of the following year, as appropriate.

b. Service Record Cards

In order to standardize maintenance and provide a rapid reference source, Service Record Cards (Standard Form 7) of separated personnel will be filed alphabetically in a centralized file in the Personnel Division (Overt). The Chief of Transactions and Records Branch (Overt) will take appropriate steps to insure that proper security measures are taken to prevent improper disclosure of information contained in this file.

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2. Position Inventory Locator Cards

Position Inventory Locator Cards (3x5 cards) of separated employees will be destroyed on the date of the separation.

3. Inactive Applicant Records

a. Applicant Folders

(1) On applicant files the year of last contact or interest will be stamped in the upper left-hand corner of both "deferred" and "inactive" applicant folders, and they will be filed together alphabetically.

(2) Applicant files will be reviewed on January of each year. Folders which indicate a period of five years from the year of last contact or interest will be removed from the file and transferred to the CIA Records Center for permanent storage.

b. 3 x 5 Locator Cards for Applicant Files

All locator cards (including white cards for routine applicant cases and red cards for applicants disapproved for security reasons) will be filed in alphabetical order and retained permanently.


Personnel Director

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